

SCHOOL: St. Rose-McCarthy School CITY: Hanford, Ca

2020-2021 ACADEMIC YEAR

A copy of this Plan shall be kept by each staff person and in each classroom.

DIOCESE OF FRESNO

ANNUAL SCHOOL EMERGENCY OPERATION PLAN

GENERAL EMERGENCY MANAGEMENT DIRECTIVES

SCHOOL SAFETY: The safety of the students and school staff is of paramount importance. All school actions taken during an emergency situation shall bear in mind the safety and well being of students and staff members.

RELEASE OF STUDENTS: In the event of a major disaster, *SCHOOL CHILDREN SHALL REMAIN UNDER THE DIRECT SUPERVISION OF SCHOOL PERSONNEL UNTIL RELEASED BY THE SCHOOL'S ADMINISTRATION.* Under no circumstances shall any student be released from the custody of school personnel unless and until such release may be done with complete safety. Students shall be released only to persons authorized by parents and guardians. Any adult calling for a student will be required to identify him/herself before the student shall be released. Appropriate records of the release of students shall be kept. Schools shall remind parents and guardians of the necessity of providing an accurate and current list of persons authorized to assume custody of their child in an emergency. See Diocesan Policies 4350 and 4720.

THE PRINCIPAL'S EMERGENCY RESPONSIBILITIES

The *principal is responsible* for:

1. Developing a detailed emergency response plan for the school (see policy 4740 and PGB "Emergency Procedures"). If possible, this plan should be developed in cooperation with local emergency service authorities.
2. Informing the school's staff of their responsibilities during an emergency situation.
3. Ensuring that the school has accessible first aid supplies and means to communication with community resources.
4. Conducting, recording, and evaluating walk-through drills including fire (at least once a month for elementary school and once a semester for high schools), earthquake (at least once each semester), lock down, and school evacuation drills.
5. Immediately responding to actual emergency situations.

THE TEACHER'S EMERGENCY RESPONSIBILITIES

Teachers are always responsible for the supervision of students in their charge. In discharging this responsibility, teachers shall:

In Preparation for an Emergency Situation:

1. Instruct and drill their students in the procedures to follow during an emergency situation (e.g. fire, earthquake, lock down, school evacuation, and other emergency situations).
2. Know and understand their individual responsibilities during an emergency situation as explained in the school's emergency response plan.
3. Keep readily accessible at all times the class register in order to take roll in an emergency.
4. Communicate to the school's administration any potentially dangerous hazard in their classroom.
5. Prepare activities (music, games, lessons, etc.) for use during periods of confinement and to lessen tension during a disaster.

During an Emergency Situation:

1. During a fire or other evacuation situation, evacuate students to a safe, designated, holding area.
2. During an earthquake, give students "DROP, DUCK, and COVER" command and, if necessary, attend to the injured and evacuate students to a safe area. The "Drop" procedure is an safety procedure whereby each student and staff member takes cover under a table or desk, dropping to his/her knees, with the head protected by the arms, and the back to the windows.
3. During lock down situation: confine students in the classroom or other safe location, lock doors, close curtains, and do not allow entry into or egress from the location until cleared to do so by the school's administration.
4. Remain with students until the emergency is over or until authorized by the principal to release students.
5. Take student roll call whenever the class is relocated to an outside or inside assembly area.
6. Report missing or injured students to the school's administration.
7. According to school procedures, provide or assist with first aid or CPR as needed.
8. Extinguish small fires, restore order, and assist other teachers and students as needed.
9. If not on classroom duty with students, report at once to prearranged station or to principal.

SPECIAL STAFF ASSIGNMENTS AND STATIONS

ADMINISTRATIVE RESPONSIBILITY:

In the event of an emergency the principal or his/her designated representative will assume over-all direction of emergency procedures for the school. The following persons are appointed to act in succession in the absence of the principal.

Jamie Perkins
Jess Ramos
Susan Parolini

COMMUNICATIONS RESPONSIBILITY: The following persons are responsible to contact police, fire, emergency services, media, and other community resources during an emergency situation:

Jamie Perkins
Jess Ramos
Leti Castaneda

FIRST-AID OR CPR RESPONSIBILITY: The following persons have been professionally trained in first-aid and/or CPR:

NAMES OF STAFF	FIRST-AID TRAINED & Training Date	CPR TRAINED & Training Date
Jamie Perkins	10/3/2019	10/3/2019
Leti Castaneda	10/3/2019	10/3/2019

LOCATION OF FIRST-AID SUPPLIES ON CAMPUS:

Essential Kit – Office
Basic Kit – Classrooms & Common Rooms, Library, Lab, etc.
AED (Automated External Defibrillator – Office

UTILITIES SHUT OFF: The following persons are responsible for shutting off utilities during an emergency requiring such:

UTILITY	RESPONSIBLE PERSON	FROM WHAT LOCATION
Natural Gas	George Puente/Ben Estrada	East Side of Harris Street
Electricity	George Puente/Ben Estrada	Northside of Building, West of Harris Street
Water	George Puente/Ben Estrada	West Side of Harris Street

CONFIDENTIAL CODES AND SIGNALS: The following codes and signals will be given during emergency situations:

SITUATION	CODE OR SIGNAL
Fire or fire drill	Alarm
Earthquake drill	PA Announcement
Lock down or drill	PA Announcement "Threat near Campus or Active Shooter on campus take appropriate action!"
All clear from lock down	PA Announcement "Attn., Attn., there is no longer a threat:"
Other Evacuation	

BUILDING/AREA COORDINATORS: If the school's layout is large or complex, a school may designate certain persons to coordinate emergency activities with teachers and others in that area. The following persons have been assigned the responsibility to coordinate emergency activities in the following buildings or areas:

NAMES OF COORDINATOR	BUILDING AND/OR AREA
George Puente/Ben Estrada	East Side of Harris Street (Preschool, TK , K)

CERTIFICATION OF PRINCIPAL

I hereby certify (1) that all full-time employees will receive a copy of this Annual School Emergency Operation Plan; (2) that this plan will be reviewed by all full-time employees; and (3) that a copy of this plan has been placed in all classrooms.

Signature of Principal <i>Jane K. Pede</i>	Date <i>8/2/2020</i>
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Return this completed form to the Office of Catholic Education by Friday, August 25, 2020. Retain a copy in your school files.



Diocese of Fresno

Office of Catholic Education

REOPENING GUIDE FOR CATHOLIC SCHOOLS

JUNE 2020

PRIOR TO OPENING

Supplies:

- Hand sanitizer (allergy and fragrance free)
- Disposable face masks (one for each employee for each day worked and/or cloth masks enough for each employee that at the end of the workday can be properly washed)
- Disposable face masks - one per student per day; who may come to school without one
- Disinfectant to clean all classrooms, offices, and work areas
- Disposable gloves for custodial and office staff
- Thermo thermometer (no contact thermometers)
- Printed questionnaires for each employee regarding daily COVID-19-exposures
- Eye protection for custodial employees
- For those with trouble breathing, provide face shields which include a cloth drape attached across the bottom and tucked into shirt
- Check sub-list for availability and share guidelines

Physical Space:

- X Marks the Spot – use tape to mark where students stand in line to enter classrooms, restrooms (when capacity is reached inside), at entrances to the school, and at other crowded areas to help students with social distancing requirements
- Arrange desks 6 feet apart in all instructional spaces– w/o students facing each other
- Remove all shared tables from classroom
- Designate and layout all spaces being used for instruction to meet social distancing
- Thoroughly clean all areas of the school building with approved sanitation products and devices
- Develop a walking “circulation flow” so students are not crossing paths while moving in hallways
- Prep all technology services and have ready to use quickly if another shut down occurs
- Prepare a secure area for sick children maintaining social distancing (6 feet)
- Determine processes and location for safe deliveries to campus
- Ensure all signage is properly placed (exterior and interior)
- Remove all cloth toys, upholstered furniture and bean bag chairs from classroom

Communication of Changes:

- Teachers must sign form agreeing to calendar change for 2020-2021 school year
- Parents must receive, sign and return agreement form for all safety protocols
- Online offerings must be communicated to all parents as an option with specifics for how to participate in classes virtually
- All school meetings, other than faculty meetings, should continue using ZOOM or WebEx virtual platforms

- All gatherings of large groups are prohibited, including whole school Masses (over 100 maximum) and assemblies
- All student field trips will be virtual until further notice
- Outline drop-off and pick-up instructions for parents/guardians

Training:

- All employees including substitutes must be trained on safety protocols
- All employees will be trained on proper use, removal and washing of cloth face coverings
- All employees will be trained on the confidentiality surrounding health recording and reporting (FERPA)
- Preparedness training if someone gets COVID19 or in the event of a shut down

Other Diocesan Re-Opening Guides to Read before Opening:

- *Roman Catholic Diocese of Fresno Guidelines for Church Re-Opening*
- *Diocese of Fresno Office of Catholic Education Guidelines for Preschool Re-Opening*

Refer to Additional Resources as Needed before Opening:

COVID-19 Self-Monitoring Checklist Check and Record Every Day or

Staff and Visitor Log Due to COVID-19 (Download free template)

COVID-19 Free Printable Signs & Posters

Safety Guidelines Training Stop the Spread of Germs and Symptoms of COVID-19 Video

Training Guidelines on proper use as well as removal and washing of cloth face coverings

Using Personal Protective Equipment and Use of Cloth Coverings

Stronger Together, California Public School Guide for Re-Opening

IN SESSION DAILY REQUIREMENTS

- Hand sanitizer at all entrances must be filled at end of each day
- *Enrollment must be capped so that 6 feet of social distancing can be maintained in all classrooms and student contact areas.*
- Restrooms must be sanitized after lunch and at end of day
- Classrooms and all office space must be disinfected
- For disinfection, diluted or 70% isopropanol (according to CDC guidelines), and most common EPA-registered household disinfectants must be used
- All children entering campus will have their temperature taken. For any child with a temperature greater than 100.4, have them sit quietly for 15-20 minutes and then take their temperature again. If the temperature is still greater than 100.4, they will be sent home
- Conference rooms, teacher breakrooms, and offices will be monitored for social distancing compliance and access may be limited
- Bringing or sharing refreshments during meetings is prohibited in order to limit the risk of contamination. Snack items, candy, and drinks will not be provided until further notice
- Playgrounds and gyms should only be used by one group at a time and cleaned after each use. Limit free play to ensure safe distancing.
- Wash hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 70% alcohol if soap and water are not available.
- Cover your mouth and nose with tissue when you cough or sneeze or use the inside of your elbow.
- Clean all thermometers before storing for the night.

ALL EMPLOYEES – ADMINISTRATION, TEACHERS AND SUPPORT STAFF

- Custodial staff should wear single use gloves and eye protection while cleaning. Hands should be washed at least 20 seconds immediately after gloves are removed.
- All employees will be screened before entering the building. Temperatures must be recorded on a log sheet. Anyone who displays any symptoms (fever over 100.4) should be sent home and not allowed to enter.
- If someone is known to be caring for someone with the symptoms of COVID-19, he or she may not be on campus until such care is completed and they have quarantined for 14 days
- All faculty and staff will self-screen at home (COVID-19 Self-Monitoring Checklist). Employees may continue to work if they can honestly say NO to all the questions on the checklist.
- All employees must wash hands/sanitize when entering campus
- All employees, while on campus, will wear face mask. A face shield is permitted for teaching language arts, but a mask is required when helping students 1:1.
- Office staff must wear masks *and gloves during high volume contact times.*
- Employees preparing and serving food must wear gloves and masks at all times.

TEACHERS

- Junior high teachers will rotate to the different classrooms; students stay in room.
- High school teachers take temperature before each class due to co-mingling of students.
- Open windows and doors (depending on weather) to increase fresh air quantities and filtration. Fans are permitted on hot days for ventilation.
- Maintain 6 feet of distance between desks – this includes teacher desks.
- Teachers will provide initial and routine instruction in social distancing and health practices to their students. Remind students to keep masks on except while eating their lunch.
- Classroom instruction will be delivered respecting social distancing, 1:1 with student devices, whole group, etc.
- Teach students to use a tissue and cover their nose and mouth when they sneeze or use the inside of their elbow.
- Teach students to wash their hands often for a minimum of 20 seconds or for students in grades TK-12 to use hand sanitizer when soap is not available.
- If an employee or other person becomes ill at work or while on campus, he or she will be instructed to go home or to the nearest health center.
- If diagnosed with COVID-19, employee will be required to self-quarantine at home for 14 days until the person has recovered/cleared by the Public Health Department.
- At the end of every day, sanitize all desks, doorknobs, light switches, shared surfaces, etc. with approved disinfectant and/or wipes.
- Limit the sharing of all educational materials; if materials are shared, they must be disinfected (wiped clean) prior to another student handling them.
- Maintain social distancing guidelines across grades and groups. No comingling of grades and/or groups except in high schools.
- There should be no physical contact games for PE or recess.

STUDENTS

- All students must wash hands/sanitize when entering campus.
- Students in grades 2-12 will be required to wear a mask while on campus.
- Students will always remain with their classmates, including structured recess.
- All teachers and students are not to visit another classroom outside of their grade level.
- Any student showing signs of illness will have his or her temperature taken in the office. Students with a temperature above 100.4 degrees or showing any symptoms of illness will be isolated and sent home.
- Students will cooperate with the social distancing and masking in which they are instructed, or they will not be allowed on campus.
- Students will use the restroom at designated times, and the numbers of students will be limited to the number of sinks available in the restroom.
- Students will each eat lunch in designated area and/or with class.
- Lunch is brought to students; students do not go to cafeteria to get their lunches.
- Students will be required to have their own supplies (pencils, crayons, scissors, etc.); sharing of supplies will be prohibited.

PARENTS/GUARDIANS

- All parents/guardians will always wear a mask while on school property for meetings.
- All adults will observe proper “Social Distancing,” of six feet at all times.
- Adults will follow all instructions given by school administration.
- Parents will not be admitted on campus or into classrooms prior to or during the school day.
- Students will be dropped off at a pre-designated area for proper screening and temperature checks, while maintaining proper social distancing (six feet).
- Any student who arrives after the 1st bell has rung, will be dropped off at the school office for screening and temperature check (the gate will be locked with the start of school).
- No volunteers will be on campus until further notice.

APPENDICES – See below

Appendix A: COVID-19 Screening Checklist for Non-Medical Employees

Appendix B. Diocese of Fresno Re-Opening Disclaimer

Appendix C: Bussing Guidelines

Appendix A. COVID-19 Screening Checklist for Non-Medical Employees



COVID-19 SELF MONITORING CHECKLIST

Employee Name: _____ **Office:** _____

Title: _____ **Date:** _____

With the ever-changing nature of COVID-19, there remains the possibility of exposure. Since the Diocese has decided to “slowly” open up the building a bit more for employees to work in their office space, we also understand that there is risk in doing so and can lead to additional exposure to COVID-19. Therefore, we have established guidelines for any employee, who has permission from their immediate supervisor, to enter the building. You may continue to work as long as you are able to honestly answer **NO** to the following questions. However, please remember, if you develop any of the symptoms below, **STAY HOME**. Please do **NOT** enter the building for your safety and the safety of others

SYMPTOMS OF INFECTION

	<u>YES</u>	<u>NO</u>
Fever of 100.4 or higher	_____	_____
Cough	_____	_____
Headache	_____	_____
Sore Throat	_____	_____
Shortness of Breath	_____	_____
Fatigue	_____	_____
Loss of taste or smell	_____	_____
Unexplained body aches	_____	_____
Had contact with anyone who has been diagnosed with or who may have symptoms associated with COVID-19.	_____	_____

If you answered Yes to any of the above, then it is not safe to enter the building -
Please do not come into work.

In addition to self-monitoring your symptoms, please continue to:

- ✓ Wash your hands often, and for at least, 20 seconds at a time
- ✓ Avoid touching your face
- ✓ Practice social distancing by staying at least 6 feet away from other people.
- ✓ Cover your coughs and sneezes with the sleeve of your shirt or coat.
- ✓ Clean and disinfect frequently touched objects such as workstations, keyboards, computer mouse, telephones doorknobs, light switches, chair armrests, countertops, and handrails
- ✓ Not use other workers' phone, desk, office, or computer.
- ✓ Call your doctor if you have a fever, cough, and shortness of breath

Appendix B. Diocese of Fresno Re-Opening Disclaimer

As we gradually and cautiously re-open our Catholic Schools for educational services in accordance with state and federal directives, please note the following:

The school will take every precaution it can to disinfect these premises and arrange for approved "Social Distancing" to ensure your safety and the safety of your children from the coronavirus.

By entering this school, all individuals agree to the following:

- To acknowledge that the school cannot guarantee you or your child's safety when attending on campus or other school activity
- To take all responsibility for your own well-being and health against the Novel Coronavirus and hold the school and Diocese harmless (not liable) since the virus can be spread by those who are asymptomatic
- If your children are vulnerable, ill or afraid of infection; consider the online option offered by the Catholic Schools.
- To observe proper "Social Distancing" of six-feet at all times on school or parish property
- To obey all instructions given by school leadership, faculty and staff while on campus
- To wear a mask while entering, present and exiting the school grounds
- To pray for the well-being and health of one another

Posted: Date, 2020

Signature _____

School Administrator

Appendix C. Bussing Guidelines

In order to practice physical distancing on a school bus, the seating capacity must be reduced. This may necessitate the use of a seating chart to designate which seats are available for use.

Routing is the responsibility of the school's transportation department. High schools and other transportation departments need to evaluate the needs of the student's, routes needed, and transportation resources required while following all bussing guidelines.

Bussing Guidelines:

- Determine maximum capacity for students of each vehicle while meeting 6-foot physical distancing requirement.
- Create a plan for seating based upon maximum capacity determined above, and develop a plan for bus routes that accommodates the capacity limitations.
- Mark or block seats that must be left vacant. Sample seating options
 - Option 1: Seat one student to a bench on both sides of the bus, skipping every other row
 - Option 2: Seat one student to a bench, alternating rows on each side to create a zigzag pattern on the bus
- Instruct students and parents to maintain 6-foot distancing at bus stops and while loading/unloading the bus
- Seat students from the rear of the bus forward to prevent students from walking past each other. To prevent students from walking past each other, afternoon runs should be boarded based upon the order in which students will be dropped off. (Students who get dropped off first should board the bus last, and sit in the front)
- Students and staff must wear face coverings at bus stops and on buses
- Follow all cleaning practices per CDC Cleaning and Disinfecting Your Facility guidelines
- Vehicles may have exceeded a 45-day maintenance or inspection date while sitting out of service during the COVID-19 stay-at-home orders. Vehicles need to meet all maintenance and inspection requirements before being placed back into service in accordance with Title 13 CCR 1232 Periodic Preventive Maintenance Inspection
- Schools and drivers need to make sure the vehicle's certificate is still valid and that 13 months from the last inspection have not been exceeded in accordance with Vehicle Code 2807 Lawful Orders and Inspections